

Create and manage users

PUQcloud Panel

[Order Now](#) | [Download](#) | [FAQ](#)

This guide explains how administrators can create users, view their client associations, edit details, and remove users in **PUQcloud Panel**.

Overview

- **Path:** Menu → Clients → Manage Users
- **You can:**
 - Create a new **User** (login identity).
 - View a user's **associated clients** and statuses.
 - **Edit** contact info, language, verification flags, and 2FA.
 - **Delete** a user account.
- **Who:** Staff with permission to manage users.

Tip: A **User** is a person's login. A **Client** is an account/business they belong to. One user can be associated with multiple clients (e.g., consultant, owner). Permissions are managed from the **Client → Users** tab.

List View (Manage Users)

In the table you'll see: avatar, name, status badges (e.g., **ACTIVE**, **INACTIVE**, **NEW**), **2FA** indicator, contact details (email, phone), **Clients** counter with an **eye** button, **Created** date, and row actions (**Edit**, **Delete**). Use **Search** to filter.

(Screenshot: View/Search Users list view)

The screenshot shows the 'View/Search Users' page in PUQcloud. The interface includes a sidebar menu with categories like MENU, SETTINGS, and CUSTOMIZATION. The main content area displays a table of users with columns for Name, 2FA, Contacts, Clients, and Created. A '+ Create' button is visible in the top right corner.

Name	2FA	Contacts	Clients	Created
Phoebe Stamm INACTIVE	<input type="checkbox"/>	phoebe6@live.com +19293601329	1	2025-06-25 23:50:35
Ransom Wuckert INACTIVE	<input type="checkbox"/>	ransom.wuckert@msn.com +18595679066	1	2025-06-25 23:50:34
Ruslan Polovyi NEW	<input type="checkbox"/>	yullia.noha@gmail.com +1799-771-700	1	2025-06-24 07:12:17
Anissa Rosenbaum NEW	<input type="checkbox"/>	anissa.rosenbaum@hotmail.com +17738882555	1	2025-06-25 23:50:44
Ruslan Polovyi ACTIVE	<input type="checkbox"/>	puqcloud@gmail.com +11234567890	1	2025-06-28 15:33:28
Isac Mann ACTIVE	<input type="checkbox"/>	i.mann@icloud.com +11-404-256-9949	1	2025-06-25 23:50:45
Deshawn Franecki NEW	<input type="checkbox"/>	deshawn_franecki@gmx.com +11-351-286-4096	1	2025-06-25 23:50:43
Claude Eichmann NEW	<input type="checkbox"/>	claude703@protonmail.com +1.864.780.9104	1	2025-06-25 23:50:36
Hubert Wiegand ACTIVE	<input type="checkbox"/>	hubertwiegand@outlook.com +1.361.379.5527	1	2025-06-25 23:50:37

Create a User

- Go to **Clients** → **Manage Users** and click **+ Create**.
(Screenshot: Create User modal)

The screenshot shows the 'Create' modal form overlaid on the user management interface. The form contains the following fields and options:

- Email**: Text input field.
- Password**: Text input field.
- 2FA**: Toggle switch, currently set to 'Off'.
- Firstname**: Text input field.
- Lastname**: Text input field.
- Phone Number**: Text input field with a country code dropdown (currently '+1').
- Language**: Dropdown menu with the option 'Select an option'.
- Admin Notes**: Text area for internal notes.

Buttons for 'Close' and 'Save' are located at the bottom right of the modal.

- Fill the fields:
 - Email** (required)
 - Password** (required)
 - 2FA** (toggle; optional but recommended)
 - Firstname, Lastname**
 - Phone Number** (with country code)
 - Language** (UI language for the user)
 - Admin Notes** (internal only)
- Click **Save**. The user appears in the list.

Next step: Associate this user with a client from **Clients → Manage Clients → open a client → Users tab → + Associate User** (choose permissions there).

View a User's Clients

1. In **Manage Users**, find the user.
2. Click the **eye** icon in the **Clients** column.
3. In **User Clients** modal, review:
 - **User Information:** UUID, Name, Email, Phone.
 - **Associated Clients:** Client Name, Company Name, Tax ID, and **Status** badges (e.g., **ACTIVE**, **OWNER**).
4. Close when done.

(Screenshot: User Clients modal)

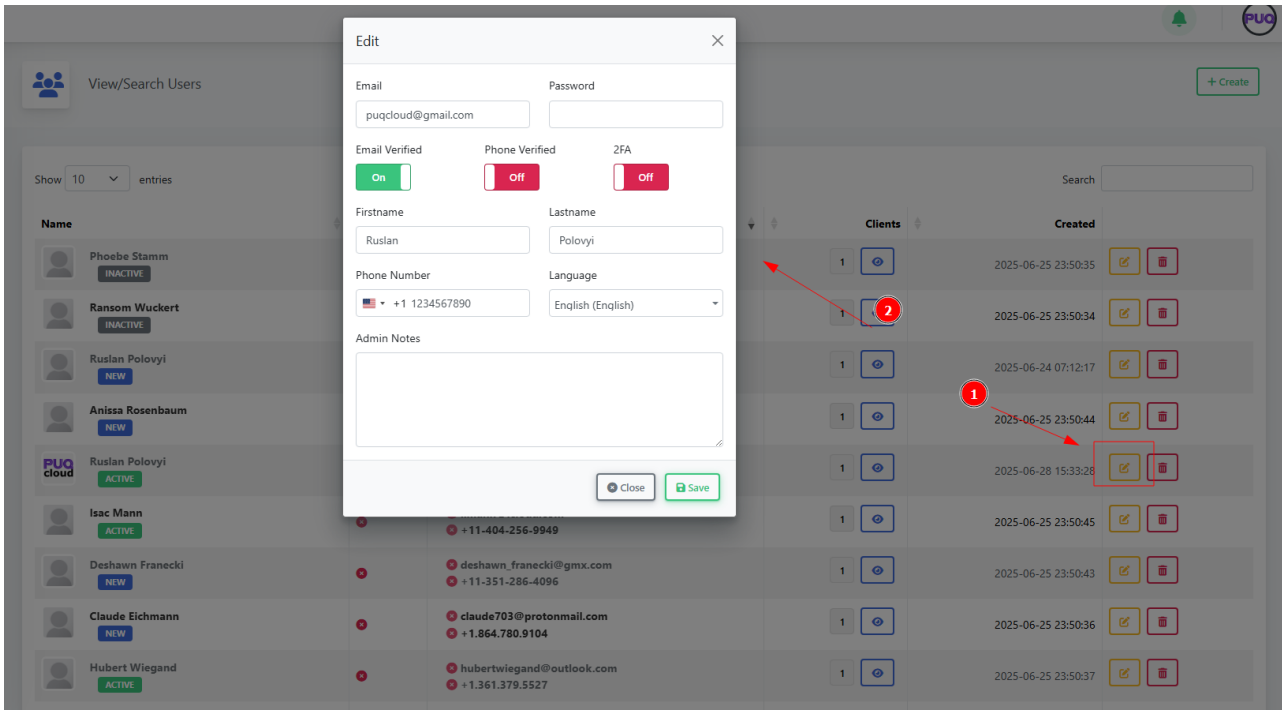
The screenshot shows a 'User Clients' modal window. The modal is titled 'User Clients' and has a close button in the top right corner. It is divided into two sections: 'User Information' and 'Associated Clients'. The 'User Information' section displays the following details for Ruslan Polovyi: UUID: 8643a8a7-9d16-462d-80ba-ec5c4a25def3, Name: Ruslan Polovyi, Email: puqcloud@gmail.com, and Phone Number: +11234567890. The 'Associated Clients' section is a table with the following data:

CLIENT NAME	COMPANY NAME	TAX ID	STATUS
Ruslan Polovyi	My company name	12345678	ACTIVE OWNER

The modal is overlaid on a 'Manage Users' table. The table has columns for user name, email, phone, and a 'Clients' column. The 'Clients' column for Ruslan Polovyi contains an eye icon, which is highlighted with a red box. A red arrow points from this icon to the modal. Another red arrow points from the 'ACTIVE' badge in the modal to the 'ACTIVE' badge in the user table.

Edit a User

1. In **Manage Users**, click the **Edit** (pencil) icon on the desired row.
(Screenshot: Edit User modal)



2. Update fields:

- **Email, Password** (to reset), **Firstname, Lastname**
- **Phone Number, Language, Admin Notes**
- Verification toggles: **Email Verified, Phone Verified**
- Security toggle: **2FA** (enable/disable)

3. Click **Save**.

Delete a User

1. In **Manage Users**, click the **Delete** (trash) icon.
2. Confirm the action.

Field Reference

Field	Where	Description
Email	Create/Edit	User's login email. Must be unique.
Password	Create/Edit	Set/reset the user's password.
2FA	Create/Edit	Turn on two-factor authentication for extra security.
Firstname / Lastname	Create/Edit	User's display name.
Phone Number	Create/Edit	Stored with international country code.
Language	Create/Edit	UI language for this user.
Admin Notes	Create/Edit	Internal notes visible to admins only.

Field	Where	Description
Email Verified	Edit	Mark whether the email has been verified.
Phone Verified	Edit	Mark whether the phone has been verified.

Good Practices

- Require **strong passwords** and **2FA** for staff.
 - Keep **contact info** and **language** up to date.
 - Use **Admin Notes** to capture context (e.g., who requested access, ticket link).
 - Manage access at **Client → Users** (set granular permissions per client).
-

Troubleshooting

- **Cannot log in** → Reset **Password**; ensure **Email Verified** is On; check if the user is **ACTIVE**.
 - **User can't see a client** → Associate them in **Client → Users**, verify **status** and **permissions**.
 - **2FA lockout** → Temporarily disable **2FA** in **Edit**, then re-enroll.
 - **Duplicate email** → Each user must have a unique email; rename or remove old account.
-

Revision #7

Created 31 July 2025 12:38:27 by Yuliia Noha

Updated 28 October 2025 15:28:48 by Yuliia Noha